

Message Text

UNCLASSIFIED

PAGE 01 BUJUMB 00548 311445Z

73

ACTION DRC-01

INFO OCT-01 AF-06 ISO-00 L-03 OPR-02 PA-02 /015 W

----- 020067

R 311350Z JUL 75

FM AMEMBASSY BUJUMBURA

TO SECSTATE WASHDC 4944

UNCLAS BUJUMBURA 0548

E.O. 01652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF STATE 172353 AND 179745

1. NAME OF RECORD: A) POST PERSONNEL FILES; B) CONSULAR
REGISTRATION FILE

2. CATEGORY OF INDIVIDUAL: A) POST PERSONNEL FILES ARE
MAINTAINED FOR ALL AMERICAN PERSONNEL ASSIGNED TO THE MISSION;
B) CONSULAR REGISTRATION FILES ARE MAINTAINED ON ALL PRIVATE
AMERICANS RESIDENT OR TEMPORARILY RESIDING IN BURUNDI WHO COME
TO THE EMBASSY TO REGISTER VOLUNTARILY.

3. CATEGORY OF RECORD: A) POST PERSONNEL FILES CONTAIN
ASSIGNMENT AND PROMOTION ACTIONS, TRAVEL ORDERS, PAYROLL AND
FOREIGN ALLOWANCES DATA, PERSONAL EFFECTS SHIPMENT DATA; B)
CONSULAR REGISTRATION FORM HAS PASSPORT DATA, ADDRESSES,
OCCUPATION, AND A PHOTO OF REGISTRANT.

4. AUTHORITY: A) AUTHORITY FOR MAINTAINING POST PERSONNEL
FILES IS 3 FAM 093; B) AUTHORITY FOR CONSULAR REGISTRATION
FILES IS 8 FAM 261.8

5. ROUTINE USES: NO AGENCIES OUTSIDE THE DEPARTMENT OF
STATE USE THESE RECORDS.

6. RECORD MANAGEMENT POLICY AND PRACTICE: A) PERSONNEL
FILES ARE KEPT IN FILE FOLDERS IN A BAR LOCK SAFE; THEY ARE
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INDEXED BY NAME; ACCESS IS CONTROLLED BY THE ADMINISTRATIVE

OFFICER AND HIS ASSISTANT; RECORDS ARE KEPT ONE YEAR BEYOND THE DEPARTURE FROM POST OF THE INDIVIDUAL. B) CONSULAR REGISTRATION FILES ARE MAINTAINED ON HARD COPY USG FORM FS-588 AND KEPT IN A BAR LOCK FILE BOX; THEY ARE INDEXED BY NAME; ACCESS IS CONTROLLED BY THE CONSULAR SECTION; THEY ARE MAINTAINED AS LONG AS THE AMERICAN REMAINS IN BURUNDI.

7. SYSTEM MANAGER: A) ADMINISTRATIVE OFFICER FOR POST PERSONNEL FILES; B) CONSULAR OFFICER FOR REGISTRATION FILES.

8. SOURCES: A) THE SOURCES OF POST PERSONNEL FILES DERIVE FROM THE EMBASSY, OTHER POSTS (FOR CENTRALIZED FINANCIAL ACCOUNTING DATA) AND THE DEPARTMENT OF STATE; B) THE SOURCE OF INFORMATION FOR REGISTRATION FILES IS THE INDIVIDUAL.
MARK

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 31 JUL 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975BUJUMB00548
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750264-1067
From: BUJUMBURA
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t1975071/aaaaaahk.tel
Line Count: 76
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION DRC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
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Page Count: 2
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Review Comment: n/a
Review Content Flags:
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Margaret P. Grafeld
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06 JUL 2006

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Subject: IMPLEMENTATION OF THE PRIVACY ACT OF 1974
TAGS: AINF, OGEN
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Type: TE
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